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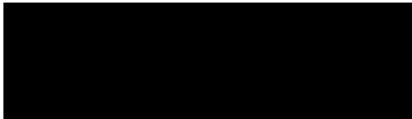
5 February 1953

MEMORANDUM FOR: 

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SUBJECT: Proposed policy for training of non-career personnel.

The question frequently arises as to whether or not we do, or should sponsor training for non-career personnel. The attached note is intended to provide a basis for discussion and determination of a policy.

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Proposed Policy for Providing Training Facilities to Non-Career  
Military and Civilian Personnel on Tour at CIA

DISCUSSION: Policy governing the CIA training program restricts availability of these facilities to personnel

"(a) whose present intention is to make a career of service with the Agency, and

"(b) whose training will benefit the Agency by increasing their capabilities to perform their present jobs more effectively or to undertake jobs requiring greater skill or responsibility"

25X1A

The condition stipulated in paragraph (a), above, automatically excludes military and civilian personnel who may be assigned to the Agency for a tour of duty to be followed by return to their parent agencies. Conceivably, it can be interpreted as applying to personnel in these categories who desire, intend and have reasonable assurance of ability to transfer to the Agency during or at the end of their tours. This discussion, therefore, refers only to such personnel who intend to return to their agencies following their tours at CIA.

There are instances where service to the Agency by individuals serving a limited tour can be enhanced by participation in a regular training program available through CIA now only to career employees. It is suggested that OTR consider extending availability of certain of its facilities to such personnel. The following criteria for considering applications are suggested.

1. The recognized ten service school programs are excluded.
2. Any other programs conducted by federal agencies or non-government institutions may be considered.
3. The prospective trainee must have at least eighteen months of service left on his tour following completion of training.
4. The period of training shall not exceed 15% of the unserved portion of scheduled tour at the time training is to begin, or a cost in excess of twenty times the number of days of the training program. <sup>2 1/2 - 5 mo</sup>
5. All standards, requirements and procedures set forth in [redacted] except the career clause, and all other provisions normally stipulated by the Director of Training shall be complied with.

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25X1A

- 2 -

6. No qualified career-service employee is available for the slot and funds.

RECOMMENDATIONS:

The following recommendations are suggested:

- (1) That, under circumstances acceptable to the Director of Training the facilities and programs of the Office of Training be available to non-career employees assigned by federal agencies for stipulated tours
- (2) That the criteria set forth above govern consideration of such applications.